

SOPER HALL COMMUNITY CENTRE LIMITED

DIRECTORS' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 30 NOVEMBER 2018

Charity Registration No. 1147266

SOPER HALL COMMUNITY CENTRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Secretary	J Howarth
Directors	A J Parr B Connolly M Baker H A Hopkinson M Cooper
Charity number	1147266
Registered Company number	07452019
Registered office address	Soper Hall Harestone Valley Road Caterham Surrey CR3 6HY
Independent Examiner	Richard Dean FCA 123 Aveling Close Purley Surrey CR8 4DY
Bankers	Unity Trust Nine Brindley Place Birmingham B1 2HB

SOPER HALL COMMUNITY CENTRE LIMITED

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SOPER HALL COMMUNITY CENTRE LIMITED

DIRECTORS' REPORT FOR THE YEAR ENDED 30 NOVEMBER 2018

The Directors present their report and accounts for the year ended 30 November 2018.

The accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the charity's constitution, memorandum and articles incorporated 26 November 2010 and as amended by special resolution registered at Companies House on 12 April 2012, applicable law and the requirements of the Statement of Recommended Practice, FRS102 "Accounting and Reporting by Charities" issued in July 2014.

Structure, governance and management

Soper Hall Community Centre Limited is a registered charity number 1147266 and is a company limited by guarantee and exists to pursue the charity's objects that are specifically restricted to the following: (1) to further or benefit the residents of Caterham, Surrey, and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation, leisure time with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have the power to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

The charity was incorporated as a company limited by guarantee on 26th November 2010, and the Soper Hall property was acquired by the company for 99p on 25 May 2012 from Tandridge Council. The property was valued at £450,000.

The Directors who served throughout the year, unless where otherwise stated, were as follows:

A Parr

A C C Camden – resigned 7 March 2018

M Cooper

B Connolly

M Baker

L Oberg – resigned 14 September 2018

C L Drinkwater – resigned 12 July 2018

H Hopkinson

S Pozzoni – appointed 14 September 2018 resigned 9 April 2019

SOPER HALL COMMUNITY CENTRE LIMITED

DIRECTORS' REPORT

FOR THE YEAR ENDED 30 NOVEMBER 2018 (Continued)

Objectives and activities

The charity's registered premises are located at Soper Hall, Harestone Valley Road, Caterham, Surrey, CR3 6HY. The premises are located central to the local Caterham community.

The primary objects of the charity are to provide services to help and support people in the local community by providing suitable community centered activities.

Achievements and performance

The charity has established itself as a focal point for the community and has an active Board of Management and systems in place so as to productively and causatively develop the Soper Hall.

Staff

The charity has no employees.

Activities

The halls have been available for a wide range of activities including weddings and farmers' markets.

Services

The Soper Hall is available for all sorts of hirings with kitchen facilities.

Funding

The charity seeks all available funding in pursuit of its objectives to make the Soper Hall an active facility central to Caterham.

Financial review

The net incoming resources for the year amounted to £23,960 (2017: outgoing £(3,766) with total reserves standing at £518,647 as at the end of November 2018.

The Board of Directors aim to establish a policy whereby sufficient reserves, not restricted, committed or designated be carried to support resources expended at a level enabling the continuation of the current activities of the charity in the event of adversity.

Asset cover for funds

Note 12 sets out an analysis of the assets attributable to the various funds and description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

SOPER HALL COMMUNITY CENTRE LIMITED

DIRECTORS' REPORT FOR THE YEAR ENDED 30 NOVEMBER 2018 (Continued)

Induction, recruitment and training of trustees

The power to appoint new trustees rests with the current trustees.

Public benefit statement

The Charity's trustees have referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, they have considered how planned activities will contribute to the aims and objectives they have set.

Risk policy

The Trustees periodically carry out a risk assessment and review of the operations. As the charity is small, it is flexible and responsive to the changes in the needs of the users and beneficiaries.

Investment policy

The Trustees are conscious of how charity funds are used. Any investments that are made are carefully considered and the impact on the available funds are considered.

Achievements

During the year the company refurbished the building at a cost of £27,636 – including Emergency Lighting £3,615, Refurbishing rooms £7,400 and £4,500, floor sanding £1,750 and safe door £2,393 – thus making more space available for public use, and helping preserve the structure.

On Behalf of the Board

J.G. Howarth

Secretary

Dated 27th August 2019

SOPER HALL COMMUNITY CENTRE LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE BOARD MEMBERS OF SOPER HALL COMMUNITY CENTRE LIMITED

I report on the accounts of the Charitable company for the year ended 30 November 2018 which are set out on pages 9 - 17.

Respective responsibilities of trustees and reporting accountants

The Board Members, who are also the directors of Soper Hall Community Centre Limited, for the purposes of company law, are responsible for the preparation of the accounts. The Board Members consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an Independent Examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all of the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S REPORT
TO THE BOARD MEMBERS OF SOPER HALL COMMUNITY CENTRE LIMITED
(Continued)**

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts with the accounting records, comply with the requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Richard Dean FCA

123 Aveling Close
Purley
Surrey
CR8 4DY

Dated: August 2019

SOPER HALL COMMUNITY CENTRE LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 NOVEMBER 2018

	Notes	Un- restricted funds £	Desig- nated funds £	Re- stricted funds £	Total 2018 £	Total 2017 £
Incoming resources from generated funds						
Donations and gifts	2	1,902	-	-	1,902	2,740
Trading income	3	83,003	-	-	83,003	58,722
		84,905	-	-	84,905	61,462
Activities in furtherance of Charity's objects	4	10,891	-	-	10,891	7,926
Total incoming resources		95,796	-	-	95,796	69,388
<u>Resources expended</u>						
Charitable activities 5						
Project expenses		12,952	-	-	12,952	10,535
Property running costs		57,884	-	-	57,884	61,619
Total charitable expenditure		70,836	-	-	70,836	72,154
Governance costs		1,000	-	-	1,000	1,000
Total resources expended		71,836	-	-	71,836	73,154
Net income/(expenditure) for the year		23,960	-	-	23,960	(3,766)

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

SOPER HALL COMMUNITY CENTRE LIMITED
BALANCE SHEET
AS AT 30 NOVEMBER 2018

	Notes	£	2018 £	£	2017 £
Fixed assets					
Freehold building	8		450,000		450,000
			-----		-----
			450,000		450,000
Current assets					
Debtors	9	30,306		14,340	
Cash at bank and in hand		52,348		37,040	
		82,654		51,380	
Creditors: amounts falling due within one year	10	(14,007)		(6,693)	
Net current assets			68,647		44,687
Total assets less current liabilities			518,647		494,687
			-----		-----
Revaluation reserve	11		449,999		449,999
Income funds					
<u>Unrestricted funds</u>					
Other charitable funds	12		68,648		44,688
			518,647		494,687
			-----		-----

The Company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 November 2018. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and applications of resources, including its income and expenditure for the financial year in accordance with the requirements of the Companies Act 2006 relating to accounts so far as applicable to the company.

The accounts were approved by the Board on 27th August 2019

M. Baker

B. Connolly

M. Baker - Director

B Connolly – Director

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Company Registration No. 07452019

SOPER HALL COMMUNITY CENTRE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 NOVEMBER 2018

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, FRS102 "Accounting and Reporting by Charities", issued in July 2014 and the Companies Act 2006.

1.2 Incoming resources

Incoming resources development funding, donations and hall hires are recognised in full in the Statement of Financial Activities in the year in which they are received exclusive of VAT.

Voluntary Income is received by way of donations, collections and grants and is included in full in the Statement of Financial Activities in the year in which they are received.

1.3 Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended are stated exclusive of VAT.

SOPER HALL COMMUNITY CENTRE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 30 NOVEMBER 2018

1 Accounting policies (continued)

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold property	Nil
Fixtures, fittings & equipment	25% straight line

The Directors consider that the value of the freehold property is vastly greater than the acquired value and given the intended substantial refurbishment no depreciation is necessary.

1.5 Accumulated funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Designated funds are funds earmarked by the Board of Directors for particular purposes.

1.6 Unrestricted Funds

Unrestricted funds are donations and other incoming resources received or generated for the object of the charity without further specified purpose and are available as general funds.

2 Donations and Gifts

	Unrestricted Funds £	Designated funds £	Restricted funds £	Total £
2018	1,902	-	-	1,902
2017	2,740	-	-	2,740

SOPER HALL COMMUNITY CENTRE LIMITED

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 NOVEMBER 2018**

3 Trading income

	2018 £	2017 £
Office Rental income	44,975	25,167
Hall Rental Income	38,028	33,555
	<u>83,003</u>	<u>58,722</u>

4 Activities in furtherance of the charity's objects

Grants receivable for charitable activities

	Unrestricted funds £	Designated Funds £	Restricted funds £	Total £
2018	10,891	-	-	10,891
2017	7,926	-	-	7,926

SOPER HALL COMMUNITY CENTRE LIMITED

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 NOVEMBER 2018**

5 Total resources expended

	Staff Costs £	Depre- ciation £	Other costs £	Total 2018 £	2017 £
Charitable activities					
<u>Project expenses</u>					
Activities undertaken directly	1,983	-	10,969	12,952	10,535
<u>Office running costs</u>					
Activities undertaken directly	-	-	57,884	57,884	61,619
	1,983	-	68,853	70,836	72,154
Governance costs	-	-	1,000	1,000	1,000
	1,983	-	69,853	71,836	73,154

Governance costs include payments to Independent Examiners of £1,000.

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

7 Employees

There were no employees in either year.

SOPER HALL COMMUNITY CENTRE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 30 NOVEMBER 2018

8 Fixed Assets

	Freehold property £	
Cost		
1.12.2017	450,000	
Additions	-	
Revaluations	-	
Disposals	-	
30.11.2018	450,000	-
Depreciation		
1.12.2017	-	
Charge for the year	-	
Released on disposal	-	
30.11.2018	-	
Net Book Value		
1.12.2017	450,000	
30.11.2018	450,000	-

The company acquired the freehold rights to the Soper Hall on 25 May 2012 for 99p from Tandridge Council which they valued at £450,000. The Directors believe this to be an undervaluation but have no intention ceteris paribus of making any disposal of the property. In the event of a force majeure disposal of the property within 10 years of 25 May 2012 there is a potential liability for payment of part of any gain to Tandridge Council which cannot as yet be determined.

SOPER HALL COMMUNITY CENTRE LIMITED

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 NOVEMBER 2018**

9 Debtors

	2018	2017
	£	£
Other debtors	30,306	14,340
	<u>30,306</u>	<u>14,340</u>

10 Creditors: amounts falling due within one year

	2018	2018
	£	£
Other creditors	12,007	5,693
Accruals	2,000	1,000
	<u>14,007</u>	<u>6,693</u>

11 Revaluation Reserve

Revaluation reserve at 01.12.17	449,999
Revaluation of freehold in year	<u>-</u>
Revaluation reserve at 30.11.18	<u>449,999</u>

12 Analysis of net assets between funds

Fund balances at 30 November 2018 are represented by:

	Unrestricted funds	Designated Funds	Restricted funds	Total
	£	£	£	£
Fixed Assets	-	-	450,000	450,000
Net Current Assets	68,647	-	-	68,647
	<u>68,647</u>	<u>-</u>	<u>450,000</u>	<u>518,647</u>

SOPER HALL COMMUNITY CENTRE LIMITED
INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 NOVEMBER 2018

	2018		2017	
	£	£	£	£
Income				
Events income	7,891		7,926	
Unrestricted Grants	3,000		2,250	
Hall Rental Income	38,028		33,555	
Office Rental income	44,975		25,167	
Memberships	100		140	
Other donations	<u>1,802</u>		<u>350</u>	
		95,796		69,388
Expenditure				
Repairs & Maintenance	27,636		34,065	
Advertising & Marketing	1,839			
Legal fees	-		449	
Professional fees	1,000		-	
Light & heat	13,787		12,625	
Rates	4,178		2,744	
Insurance	3,722		3,984	
Staff training	140		-	
Entertaining	264		-	
Cleaning	8,561		6,562	
Printing & Advertising	181		2,144	
Computer expenses	1,827		1,222	
Accountancy	1,000		1,000	
Bank charges	72		97	
Telephone	2,831		1,981	
Operating Leases	2,575		2,575	
General expenses	240		223	
Postage & Stationery	-		210	
Wages	1,983		1,635	
Depreciation of plant & equipment	<u>-</u>		<u>1,638</u>	
Total		<u>71,836</u>		<u>73,154</u>
Surplus/deficit for the year		<u>23,960</u>		<u>(3,766)</u>